

ADMINISTRATIVE OFFICER

Location: Olympia, Washington
Starting Salary: \$52,000 (WMS Band 1)
Posting Date: November 22, 2004
Closing Date: December 9, 2004

The Public Disclosure Commission is seeking a highly motivated, well organized individual to fill a full-time position as Administrative Officer.

AGENCY MISSION

The Public Disclosure Commission was created and empowered by Initiative of the People to provide timely and meaningful public access to information about the financing of political campaigns, lobbyist expenditures, and the financial affairs of public officials and candidates, and to ensure compliance with disclosure provisions, contribution limits, campaign practices and other campaign finance laws.

DUTIES AND RESPONSIBILITIES

- Oversee administrative functions of the agency
- Supervise agency support staff
- Serve as agency human resource officer
- Assist with biennial budget preparation
- Act as agency liaison with other state agencies
- Prepare payroll and attendance information for submittal to OFM
- Prepare agency reports, such as Annual Report, Sustainability Plan, and Service Delivery Plan
- Implement and maintain agency records retention schedule

KEY COMPETENCIES

Customer Service – Strive to achieve 100% customer satisfaction.

Adaptability – Adapt easily to changes in the work environment so as to achieve the goals of the agency.

Communication – Organize ideas and thoughts and convey messages in a clear and concise manner. Be a good listener.

Decision Making – Make sound decisions. Be able to interpret, analyze and draw conclusions when presented with an issue. Take calculated risks and always take responsibility for any decisions made.

Organizational Relationship – Treat others with respect. Adapt and work effectively with a diverse group of individuals. Act with integrity. Must be able to maintain confidentiality.

Leadership – Project a leadership style that motivates, challenges and inspires others to perform at their peak.

Planning – Identify priorities and respond accordingly. Anticipate problems and develop contingencies.

Program Management – Understand the needs of the customer. Use resources efficiently and effectively.

DESIRABLE QUALIFICATIONS

- Bachelor's Degree involving a major study in business or public administration and two years of demonstrated leadership, management or supervisory experience
- Strong customer service skills
- Ability to write and speak clearly and effectively
- Quality organizational skills
- Experience with personnel practices
- Good understanding of the existing Washington State Merit System Rules and familiarity with the Civil Service Reform Act
- Experience using MS Word, Excel, Access

APPLICATION PROCEDURE

Interested candidates may apply by submitting the following:

- A letter of interest describing your knowledge, skills, abilities and qualifications as they relate to the criteria outlined in this announcement;
- A current resume listing names of employers, duties, dates of employment, higher education degrees and dates obtained; and
- A list of four professional references including at least one recent supervisor and one peer.

A criminal background check will be conducted on the top five applicants.

Materials must be delivered by 5:00 p.m., Thursday, December 9, 2004 to:

kcopeland@pdc.wa.gov

or by mail to:

Karen Copeland
Public Disclosure Commission
PO Box 40908
711 Capital Way Suite 206
Olympia WA 98504-0908